



## NOTICE OF SOLICITATION

**SERIAL 04171-C**

**INVITATION FOR BIDS FOR: NAMEPLATES AND RUBBER STAMPS AND RELATED ITEMS  
(NIGP CODES 08050, 08053, 08055, 08056, 61577)**

Notice is hereby given sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M./M.S.T. on **NOVEMBER 16, 2004** for the furnishing of the following for Maricopa County. Bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 04171-C INVITATION FOR BIDS FOR NAMEPLATES AND RUBBER STAMPS AND RELATED ITEMS (NIGP CODES 08050, 08053, 08055, 08056, 61577)."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this request for bids must be filed with the Procurement Consultant in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS SOLICITATION WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

**BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED  
BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER**

**INQUIRIES:**

Andrea Stupka  
PROCUREMENT CONSULTANT  
TELEPHONE: (602) 506-3504

**NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:**

**<http://www.maricopa.gov/materials/advbd/advbd.asp>**

**IF THIS DOCUMENT WAS DOWNLOADED FROM THE INTERNET, CONTACT THE  
PROCUREMENT CONSULTANT FOR ANY REFERENCED DRAWINGS.**

## **TABLE OF CONTENTS**

NOTICE

TABLE OF CONTENTS

NO RESPONSE DOCUMENT

M/WSBE CONTRACT PARTICIPATION

### **SECTION:**

1.0 INTENT

2.0 TECHNICAL SPECIFICATIONS

3.0 SPECIAL TERMS & CONDITIONS

### **ATTACHMENTS:**

ATTACHMENT A – PRICING

ATTACHMENT B – AGREEMENT PAGE

ATTACHMENT C – REFERENCES

ATTACHMENT D – CONTRACTOR INFORMATION

### **EXHIBITS:**

**NO RESPONSE**

Contractors not responding to this bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

**MARK OUTSIDE ENVELOPE "SERIAL 04171 -C"**

Responses must be received **BY 2:00 P.M., NOVEMBER 16, 2004**. Contractors failing to submit a bid, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

**SERIAL 04171-C**

**TITLE: NAMEPLATES AND RUBBER STAMPS AND RELATED ITEMS  
(NIGP CODES 08050, 08053, 08055, 08056, 61577)**

---

CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NO BID:

\_\_\_\_\_ Insufficient time  
\_\_\_\_\_ Do not handle product/service  
\_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT**

**PLEASE READ BEFORE SUBMITTING YOUR BID**

**M/WSBE CONTRACT PARTICIPATION**

For this Contract a combined M/WSBE goal of 0% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

Attachments E, F, and G provide detailed information and forms to be submitted as part of your bid. If no goal has been set the attachments will not be required to be submitted with your bid.

**THESE FORMS MAY BE LOCATED AT <http://www.maricopa.gov/materials>. M/WSBE PARTICIPATION FORMS.**

SPECIFICATIONS ON INVITATION FOR BID FOR: **NAMEPLATES AND RUBBER STAMPS AND RELATED ITEMS**  
(NIGP CODES 08050, 08053, 08055, 08056, 61577)

**1.0 INTENT:**

The intent of this Invitation for Solicitation is to establish a contract for Nameplates, Rubber Stamps and Related Items, and Embossers. Specific quantities for any given item is unknown at this time. Also included are blanket discounts for related supplies as covered by current pricing documents. Amendments, supplements and/or revision will be effective upon receipt and approval of notice to the Department of Materials Management.

**2.0 TECHNICAL SPECIFICATIONS:**

**2.1 NAMEPLATES (Plastic):**

2.1.1 Beveled edged

2.1.1.1 Rigid stock

2.1.1.1.1 Walnut

2.1.1.1.1.1 1/8"

2.1.1.1.1.2 1/16"

2.1.1.1.2 Black

2.1.1.1.2.1 1/8"

2.1.1.1.2.2 1/16"

2.1.1.2 Flexible stock

2.1.1.2.1 Walnut

2.1.1.2.1.1 1/8"

2.1.1.2.1.2 1/16"

2.1.1.2.2 Black

2.1.1.2.2.1 1/8"

2.1.1.2.2.2 1/16"

2.1.2 Metal desk/name plate base

2.1.2.1 Gold

2.1.2.1.1 8"

2.1.2.1.2 10"

2.1.2.1.3 12"

2.1.2.1.4 16"

2.1.2.2 Silver

2.1.2.2.1 8"

2.1.2.2.2 10"

2.1.2.2.3 12"

2.1.2.2.4 16"

2.1.3 Door holder brackets 2"

2.1.3.1 Gold

2.1.3.1.1 8"

2.1.3.1.2 10"

2.1.3.1.3 12"

2.1.3.1.4 16"

2.1.3.2 Silver

2.1.3.2.1 8"

2.1.3.2.2 10"

2.1.3.2.3 12"

2.1.3.2.4 16"

2.2 **STAMPS:**

2.2.1 Rubber

2.2.1.1 One (1) line – 2"

2.2.1.2 One (1) line – 3"

2.2.1.3 Two (2) lines – 2"

2.2.1.4 Two (2) lines – 3"

2.2.1.5 Three (3) lines – 2"

2.2.1.6 Three (3) lines – 3"

2.3 **SIGNATURE STAMPS:**

2.3.1 1" x 1 ½"

2.3.2 1" x 2"

2.3.3 1" x 2 ½"

2.3.4 1" x 3"

2.4 **PRE-INKED STAMPS:**

2.4.1 Eagle Zephyr Date Stamps or equal:

2.4.1.1 #71 ½

2.4.1.2 #84

2.4.1.3 #85

2.4.1.3.1 Line daters

2.4.1.3.1.1 #0

2.4.1.3.1.2 #1

2.4.1.3.1.3 #1 ½

2.4.2 Comet Date Stamps or equal:

2.4.2.1 #31 ½

2.4.2.2 #40

2.4.2.3 #42

2.4.2.3.1 Line daters:

2.4.2.3.1.1 #0

2.4.2.3.1.2 #1

2.4.2.3.1.3 #1 ½

2.4.3 X-Stampers or equal:

2.4.3.1 N-10 (1 5/8 x ½)

2.4.3.2 N-14 (2 3/8 x 5/8)

2.4.3.3 N-26 (3 15/16 x 1/16)

2.5 **SEALS:**

2.5.1 Xstamper pre-inked

2.5.2 Self inking

2.5.3 Hand Notary Seals (with bag and commission stamp)

2.6 **EMBOSSERS:**

2.6.1 ElectroSeal embosser model D-1 with foot pedal or equal

2.6.1.1 2" custom dies

2.6.1.2 Define warranty

2.6.2 PowerSeal XE2000 with foot pedal or equal

2.6.2.1 2" custom dies

2.6.2.2 Define warranty

2.7 **READY INKED PADS:**

2.7.1 All colors

2.7.2 Various sizes

2.8 **TAX:**

NO TAX SHALL BE LEVIED AGAINST LABOR. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the Contractor to determine any and all taxes and include the same in bid price.

**2.9 DELIVERY:**

Delivery is required F.O.B. DESTINATION, freight pre-paid within five (5) days of receipt of Purchase Order, to any delivery location within Maricopa County as specified by the County. Contractor shall indicate on Pricing Documentation (Attachment A) any additional freight or handling charges that would be associated with special shipping and/or handling delivery.

It shall be the Contractor's responsibility to meet the County's delivery requirements, as called for in the Technical Specifications. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

The Contractor shall retain title and control of all goods until they are delivered and the contract coverage has been completed. All claims for visible or concealed damage shall be filed by the Contractor. The County will notify the Contractor of any damaged goods and shall assist the Contractor in arranging for inspection.

If the Using Agency determines that rush shipping or other alternate shipping is required, it shall notify the Contractor. The Contractor shall determine any additional costs associated with such delivery terms and communicate that cost to the Using Agency via fax or other reasonable means.

The Using Agency shall not advise the Contractor to proceed with shipment until acceptable terms are negotiated and a purchase order is issued. Upon determining that the additional costs are reasonable and proper, the Using Agency shall advise the Contractor to proceed.

Upon receipt of material and invoicing, the Using Agency shall ensure that any additional charges are in compliance with and do not exceed those costs stated in the Contract. The Using Agency shall retain all documents related to these costs within the agency purchase order file, for audit purposes.

**2.10 SHIPPING DOCUMENTS**

A packing list or other suitable shipping document shall accompany each shipment and shall include the following:

- (1) Name and address of the Contractor;
- (2) Name and address of the County Agency;
- (3) County purchase order number;
- (4) A description of material shipped, including item number, quantity, number of containers and package number, if applicable.

**2.11 INVOICING REQUIREMENTS:**

A proper invoice billed to the appropriate County agency per the purchase order instructions, whether picked up or delivered, shall accompany all item(s) purchased by the County.

All invoices shall indicate the following:

- (1) Contract number;
- (2) County purchase order number;
- (3) Quantity;

- (4) Description of material, including item number, and any backorders;
- (5) Pricing per unit.

2.12 STOCK:

The Contractor shall be expected to stock locally sufficient quantities as may be necessary to meet the County's needs.

2.13 WARRANTY:

Contractor shall offer manufacturer's standard warranty.

2.14 BRAND NAME:

Bids on brands other than those listed are subject to approval based on evaluation. Maricopa County reserves the right to request samples to determine quality and acceptability of products bid. In some cases brands have been listed to define quality of products desired and is not intended to be restrictive or limit competition. Products substantially equivalent to those designated shall qualify for consideration.

2.15 SAMPLES:

Contractors may be requested to furnish samples of items proposed for examination by the County. Any items so requested shall be furnished within five (5) working days from the date of request and furnished at no cost to the County and sent to the address designated in the Invitation for Bids.

2.16 PRODUCT DISCONTINUANCE:

In the event that a manufacturer discontinues a product and/or model, the County may allow the successful Contractor to provide a substitute for the discontinued item or may cancel the Contract. If the Contractor requests permission to substitute a new product or model, it shall provide the following to the County:

2.16.1 Documentation from the manufacturer that the product or model has been discontinued.

2.16.2 Documentation that names the replacement product or model.

2.16.3 Documentation that provides clear and convincing evidence that the replacement meets or exceeds all Specifications required by the original Invitation for Bids.

2.16.4 Documentation that provides clear and convincing evidence that the replacement will be compatible with all the functions or uses of the discontinued product or model.

2.16.5 Documentation confirming that the price for the replacement is the same as or less than the discontinued product or model.

Product discontinuance applies only to those items specifically listed on any resultant contract. This will not apply to catalog items not specifically listed on any resultant contract.

2.17 ADDITIONAL PRICING:

*Contractors are strongly encouraged to offer additional pricing for related items/products/components, which are not specifically addressed as line items in the Invitation For Bids.* Pricing offered should be noted on the pricing pages of the Contractor response in the format requested.

2.18 CONTRACTOR REVIEW OF DOCUMENTS:

Contractor shall review its bid submission to assure the following requirements are met.

2.18.1 One (1) original and one (1) electronic copy of pricing on a 3.5" diskette or CD of all submissions is MANDATORY

2.18.2 Pricing pages, MANDATORY (Attachment A)

2.18.3 Vendor Information, MANDATORY (Attachment D)

2.18.4 Agreement page, MANDATORY (Attachment B)

2.18.5 References (Attachment C)

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 ESCALATION:

ANY REQUEST FOR REASONABLE PRICE ADJUSTMENTS **MUST** BE SUBMITTED THIRTY (30) DAYS PRIOR to the Contract expiration date. *Justification* for the requested adjustment in cost of labor and/or materials **must be** supported by appropriate documentation and **must be** within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing submitted for payment.

3.4 EVALUATION CRITERIA:

The evaluation of this Bid will be based on, but not limited to, the following:

3.4.1 Compliance with specifications

3.4.2 Price

3.4.3 Determination of responsibility

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.5 UNCONDITIONAL TERMINATION FOR CONVENIENCE:

Maricopa County may terminate the resultant Contract for convenience by providing sixty (60) calendar days advance notice to the Contractor.

3.6 ORDERING AUTHORITY:

Contractors should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a CAPA (Certified Agency Procurement Aid). **CAPA purchases are limited to values of less than \$2,500.00. No other request is valid.**

3.7 INDEMNIFICATION:

3.7.1 INDEMNIFICATION.

To the fullest extent permitted by law, CONTRACTOR shall defend, indemnify, and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the acts, errors, omissions or mistakes relating to the performance of this Contract. **CONTRACTOR'S** duty to defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting therefrom, caused by any acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes **CONTRACTOR** may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

3.7.2 Abrogation of Arizona Revised Statutes Section 34-226.

In the event that A.R.S. § 34-226 shall be repealed or held unconstitutional or otherwise invalid by a court of competent jurisdiction, then to the fullest extent permitted by law, **CONTRACTOR** shall defend, indemnify and hold harmless **COUNTY**, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or resulting from **CONTRACTOR'S** work or services. **CONTRACTOR'S** duty to defend, indemnify and hold harmless, **COUNTY**, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property including loss of use resulting therefrom, caused in whole or in part by any act or omission of **CONTRACTOR**, anyone **CONTRACTOR** directly or indirectly employs or anyone for whose acts **CONTRACTOR** may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including **COUNTY**.

The scope of this indemnification does not extend to the sole negligence of **COUNTY**.

3.8 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.9 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.10 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

ANDREA STUPKA, PROCUREMENT CONSULTANT, 602-506-3504  
(astupka@mail.maricopa.gov )

Inquiries may be submitted by telephone but must be followed up in writing. **NO ORAL COMMUNICATION IS BINDING ON MARICOPA COUNTY.**

3.11 SUBMISSION PRICE CLARITY:

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.12 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

**Bidders are to provide one (1) original "hard copy" (labeled) and one (1) electronic copy of pricing on a 3.5" diskette or CD.** Bidders are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **A corporate official who has been authorized to make such commitments must sign bids.**

**ALL REQUESTS FOR DISKETTES MUST BE FAXED TO THE PROCUREMENT CONSULTANT AT (602) 258-1573. IN ADDITION, ONE (1) HARD COPY OF EACH PAGE OF ATTACHMENT A (PRICING PAGE) SHALL BE SUBMITTED WITH YOUR BID.**

**NOTE: CONTRACTORS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR BIDS.**

ATTACHMENT A

PRICING

SERIAL 04171-C

PRICING SHEET C75 20 40/B0604790

NIGP CODES 08050, 08053, 08055, 08056, 61577, 60530

BIDDER NAME: \_\_\_\_\_

F.I.D./VENDOR #: \_\_\_\_\_

BIDDER ADDRESS: \_\_\_\_\_

P.O. ADDRESS: \_\_\_\_\_

BIDDER PHONE #: \_\_\_\_\_

BIDDER FAX #: \_\_\_\_\_

COMPANY WEB SITE: \_\_\_\_\_

COMPANY CONTACT (REP): \_\_\_\_\_

E-MAIL ADDRESS (REP): \_\_\_\_\_

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: \_\_\_\_ YES \_\_\_\_ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? \_\_\_\_ YES \_\_\_\_ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP  
WHEN PAYING WITH A PROCUREMENT CARD? \_\_\_\_ YES \_\_\_\_ NO

INTERNET ORDERING CAPABILITY: \_\_\_\_ YES \_\_\_\_ NO \_\_\_\_ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: \_\_\_\_ YES \_\_\_\_ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10	_____	NET 90	_____
NET 15	_____	2% 10, NET 30	_____
NET 20	_____	1% 10, NET 30	_____
NET 30	_____	2% 30, NET 31	_____
NET 45	_____	1% 30, NET 31	_____
NET 60	_____	5% 30, NET 31	_____

INDICATE ANY M/WBE PARTICIPATION PERCENTAGE HERE: \_\_\_\_\_%

**PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:**

\_\_\_\_ NEWSPAPER ADVERTISEMENT

\_\_\_\_ MARICOPA COUNTY WEB SITE

\_\_\_\_ PRE-SOLICITATION NOTICE

\_\_\_\_ OTHER (PLEASE SPECIFY)

**PRICING:**

NOTE: DO NOT INCLUDE SALES/USE TAX IN YOUR BID PRICE. The percentage of sales/use tax applicable to this contract will be listed on the purchase order and allowed at time of payment. BIDDERS CERTIFY BY SIGNING THIS AGREEMENT THAT PRICES BID ARE F.O.B. DESTINATION IN ACCORDANCE WITH THE TERMS AND CONDITIONS SET FORTH HEREIN.

ALL REQUESTS FOR DISKETTES MUST BE FAXED TO THE PROCUREMENT CONSULTANT AT (602) 258-1573. IN ADDITION, ONE (1) HARD COPY OF EACH PAGE OF ATTACHMENT A (PRICING PAGE) SHALL BE SUBMITTED WITH YOUR BID.

ATTACHMENT A

PRICING

**ITEM DESCRIPTION**

**NAMEPLATES (Plastic):**

Beveled edges

	Ridgid Stock		Flexible Stock	
	Walnut 1/8"	Black 1/16"	Walnut 1/8"	Black 1/16"
Price per square inch	_____	_____	_____	_____
Price per line	_____	_____	_____	_____
Metal desk/name plate bases		8"      10"	12"      16"	
Gold	_____	_____	_____	_____
Silver	_____	_____	_____	_____
Door Holder Bracket 2"		8"      10"	12"      16"	
Gold	_____	_____	_____	_____
Silver	_____	_____	_____	_____

Drill two (2) holes in plate: \$ \_\_\_\_\_

Other stock color available: \$ \_\_\_\_\_

**STAMPS:**

**UNIT PRICE**

Rubber

1 line-2"	\$ _____
1 line-3"	\$ _____
2 lines-2"	\$ _____
2 lines-3"	\$ _____
3 lines-2"	\$ _____
3 lines-3"	\$ _____

**SIGNATURE STAMPS:**

1" X 1-1/2"	\$ _____
1" X 2"	\$ _____
1" X 2-1/2"	\$ _____
1" x 3"	\$ _____

**PRE-INKED STAMPS:**

Eagle Zephyr Date Stamps or equal:

#71-1/2	\$ _____
#84	\$ _____
#85	\$ _____

## ATTACHMENT A

## PRICING

## Line daters

#0	\$ _____
#1	\$ _____
#1-1/2	\$ _____

## Comet Date Stamps or equal:

#31-1/2	\$ _____
#40	\$ _____
#42	\$ _____

## Line daters

#0	\$ _____
#1	\$ _____
#1-1/2	\$ _____

## Xstamper:

N-10 (1-5/8 X 1/2)	\$ _____
N-14 (2-3/8 X 5/8)	\$ _____
N-26 (3-15/16 X 1/16)	\$ _____

**SEALS:**

Xstamper	\$ _____
Self Inking	\$ _____
Hand Notary Seals (with bag and commission stamp)	\$ _____

**MANUFACTURER/  
PRODUCT  
NUMBER**
**EMBOSSERS:**Electorseal embosser model D-1  
with foot pedal or equal**UNIT PRICE**

\$ _____
\$ _____

2" Custom dies

Define warranty

Labor rate after warranty

% off, if available, for parts after  
warranty:

\$ _____
----------

CATALOG DESCRIPTION / MANUFACTURER	DATE	PRICE COLUMN	DISCOUNT	PRICE FIRM THROUGH
---------------------------------------	------	-----------------	----------	-----------------------

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

ATTACHMENT A

PRICING

		<b>MANUFACTURER/ PRODUCT NUMBER</b>	
PowerSeal XE2000 with foot pedal or equal	\$		
2" Custom dies	\$		
Define warranty			
Labor rate after warranty % off, if available, for parts after warranty:	\$		

CATALOG DESCRIPTION / MANUFACTURER	DATE	COLUMN TO BE	DISCOUNT	PRICE FIRM THROUGH

**READY INKED PADS:**

Provide brand name and colors:

\$

**BRAND**

**AVAILABLE  
COLORS**


Provide sizes and colors:

\$  
\$  
\$  
\$  
\$

**AVAILABLE SIZES**

**BRAND**

**AVAILABLE  
COLORS**


**ADDITIONAL PRICING**

Price List Designations

Percentage Discount Offered


ATTACHMENT B

**AGREEMENT**

The Contractors hereby certify that they have read, understand and agree that acceptance by Maricopa County of the Contractor's offer by the issuance of a Purchase Order or Contract will create a binding Contract. Further, they agree to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement.

**BY SIGNING THIS AGREEMENT THE SUBMITTING FIRMS CERTIFIES THAT THEY HAVE REVIEWED THE ADMINISTRATIVE INFORMATION AND CONTRACTUAL TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials> AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
 \_\_\_\_\_ Women-Owned Business Enterprise (WBE)  
 \_\_\_\_\_ Minority Business Enterprise (MBE)  
 \_\_\_\_\_ Small Business Enterprise (SBE)

\_\_\_\_\_  
 FIRM SUBMITTING BID

\_\_\_\_\_  
 FEDERAL TAX ID NUMBER

\_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 TELEPHONE

\_\_\_\_\_  
 FAX #

\_\_\_\_\_  
 CITY STATE ZIP

\_\_\_\_\_  
 DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MARICOPA COUNTY, ARIZONA

BY: \_\_\_\_\_  
 DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
 DATE

BY: \_\_\_\_\_  
 CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
 DATE

ATTESTED:

\_\_\_\_\_  
 CLERK OF THE BOARD

\_\_\_\_\_  
 DATE

APPROVED AS TO FORM:

\_\_\_\_\_  
 MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
 DATE

ATTACHMENT C

**CONTRACTOR REFERENCES**

**FIRM SUBMITTING BID:**

\_\_\_\_\_

1. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
2. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
3. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
4. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_
5. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_